



**Department of Energy**  
Washington, DC 20585

JUN 14 2019

Ben Welsh  
MuckRock News  
DEPT MR 69104  
411A Highland Ave  
Somerville, MA 02144

Via email: 69104-52927072@requests.muckrock.com

Re: HQ-2019-00662-F

Dear Mr. Welsh:

This is a final response to the request for information you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested:

A copy of any and all style guides that govern how EIA creates and formats information graphics and data visualizations.

Your request was assigned to DOE's Energy Information Administration (EIA) to conduct a search of its files for responsive documents. EIA started its search on March 27, 2019, which is the cut-off date for responsive documents. EIA completed its search and identified four (4) documents responsive to your request. The documents are being released to you in their entirety.

In addition, one (1) document you requested is publicly available. The FOIA does not require agencies to provide copies of publicly-available documents; however, as a courtesy, we are providing you the hyperlink. The document can be accessed online at:

- <https://www.eia.gov/about/writing-styleguide.php>

The adequacy of the search may be appealed within 90 calendar days from your receipt of this letter pursuant to 10 C.F.R. § 1004.8. Appeals should be addressed to Director, Office of Hearings and Appeals, HG-1, L'Enfant Plaza, U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, D.C. 20585-1615. The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal by e-mail to [OHA.filings@hq.doe.gov](mailto:OHA.filings@hq.doe.gov), including the phrase "Freedom of Information Appeal" in the subject line. (This is the method preferred by the Office of Hearings and Appeals.) The appeal must contain all the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either (1) in the district where you reside, (2) where you have your principal place of business, (3) where DOE's records are situated, or (4) in the District of Columbia.



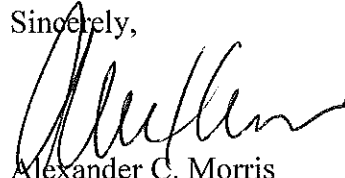
You may contact DOE's FOIA Public Liaison, Alexander Morris, FOIA Officer, Office of Public Information, at 202-586-5955, or by mail at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

The FOIA provides for the assessment of fees for the processing of requests. *See* 5 U.S.C. § 552(a)(4)(A)(i); *see also* 10 C.F.R. § 1004.9(a). In our March 29, 2019, letter, you were advised that your request was placed in the "other" category for fee purposes. Requesters in this category are entitled to two free hours of search time and 100 free pages. DOE's processing costs did not exceed \$15.00, the minimum amount at which DOE assesses fees. Thus, no fees will be charged for processing your request.

If you have questions about the processing of the request or this letter, please contact Ms. Danielle Blevins, in this office, at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, or at (202) 586-2504.

I appreciate the opportunity to assist you with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alex Morris', is written over the typed name.

Alexander C. Morris  
FOIA Officer  
Office of Public Information

Enclosures

## INDEX

Request #: HQ-2019-00662-F

Final response to request from Ben Welsh for:

**A copy of any and all style guides that govern how EIA creates and formats information graphics and data visualizations.**

DOE's Office of Energy Information Administration (EIA) conducted a search of its files and identified four (4) documents responsive to your request.

- Four (4) documents are *being released in their entirety*.